

BANNER At West Georgia

HOW TO DISPLAY ADDRESS OR PHONE NUMBER ONLY - GUI

The form is SOADDRQ or SPATELE

L At any menu, type in SOADDRQ or SPATELE and press ENTER.

The key is ID number.

L Type in the student's ID number (don't press ENTER). The student's name should appear beside the ID number. If not, conduct a search by name. See the handout HOW TO FIND A PERSON.

L Click in the Code Field (works in both SOADDRQ and SPATELE).

L Use the up and down arrow keys, or the scroll bar, to scroll through the addresses or phone numbers.

SOADDRQ has From and To dates. An address is not active if 1) To contains a date and that date has already passed or 2) If the Inactive indicator is not blank. So a person may have more than one PR address, but only one is current.

SPATELE has only a From date. It also has the inactive indicator.

L Click the Exit icon or Rollback (to choose another person) icon on the icon menu bar.

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Address Summary Form SOADDRQ 5.0 (UWGP)

ID:

Code: CA Address: P O Box 10969 Inactive:
 Seq: 1 From Date: 26-JUL-2000
 Source: To Date:
 Carrollton GA 30118

**SOADDRQ
Address-
2 per screen**

Code: PR Address: 2735 Peachtree Parc Lane Inactive:
 Seq: 1 From Date: 24-JUL-2000
 Source: To Date:
 Lawrenceville GA 30043

Telephone Form SPATELE 5.0 (UWGP)

ID:

Phone Area Phone Phone -Address- -International-
 Type: Code Number Ext Type Seq Prime Unlist Inact Code Country City

FS 770 8364384 FS 1
 Comment: Date: 06-JUN-2001

**SPATELE
Phone
Numbers,
3 per
screen**

PR 770 PR 1
 Comment: Date: 01-JAN-2000

Type: Type Seq
 Comment: Date: